What to do with your numbers after the polls close

How-to Supplement

Rev. 6/13/2023

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Introduction

Congratulations - the polls are closed!
Well done on running a successful election day.

As you know, even though the polls are closed there is still a lot to do. Your post-election work starts as soon as the polls close and your Election Officers call you with their results. While your provisional ballot meeting and canvass can last anywhere from 1 to 7 days, **your post-election work is not done until the State Board certifies the election**. We may need to call upon you if we find errors or have questions about your results.

We know you worked very hard to get to this point. This final push is also very important so that we collect, certify, and publish the right numbers. If we do this right, we can avoid extra work for everyone.

This How-To Supplement is an expanded version of the "What to do with your numbers Checklists" that will guide you through the steps involved in your post-election process and provide you with additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS Step-By-Step User's Manuals or GR/EB Handbook.

Note: When using this document for a <u>primary</u>, ignore the instructions pertaining to referendums and write-ins, as there are no referendums or write-ins in primary elections.
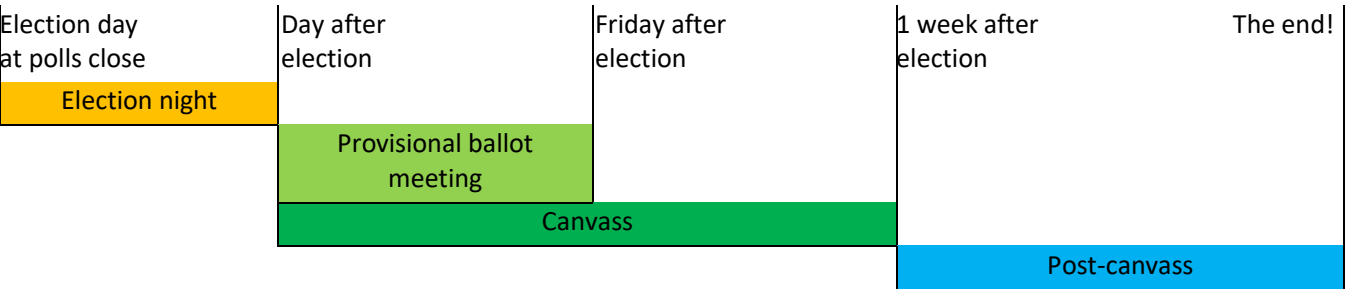
Post-Election Process Timeline

The post-election process includes 4 parts:

1. Election night (after polls close)
2. During the provisional ballot meeting
3. During canvass
4. After canvass

Election day at polls close	Day after election	Friday after election	1 week after election	The end!
Election night				
	Provisional ballot meeting			
	Canvass			
			Post-canvass	

Needed to Succeed

Most of the instructions and information that you will need to help you get through election night and the post-election process can be found in the following places:

1. **NEW starting June 2023:** Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes) **(rev. 6-12-23)** *(ELECT's Learning Management System (LMS) > My Courses > Course: Election Night Reporting Webinar)*
   - Revised based on feedback from webinars and locality testing. Ensure you read this revised version even if you have read version 1.2.

2. **NEW starting June 2023:** Enhanced Results FAQ **(rev. 6-12-23)** *(ELECT's Learning Management System (LMS) > My Courses > Course: Election Night Reporting Webinar)*
   - Revised based on feedback from webinars and locality testing. Ensure you read this revised version even if you have read the webinar Q&A.

3. VERIS Step-By-Step User's Manuals *(VERIS > General Info)*
   - Absentee Processing
   - Election Setup
   - Voter Correspondence
   - Voter Credit Import
   - Voter History

4. GR/EB Handbook *(VERIS > Links)*
   - Chapter 7 Absentee Voting, Sections 7.17 and 7.18
   - Chapter 10 Election Day Prep, Sections 10.13 through 10.18
   - Chapter 12 Central Absentee Precinct, Section 12.7.4
   - Chapter 13 Provisional Ballots, Sections 13.6 through 13.8
   - Chapter 14 Canvass

5. Code of Virginia, Title 24.2, Chapter 6, Article 4 Conduct of Election; Election Results. *(VERIS > Links)*

6. ELECT Guidance – Provisional Ballot Logs (10-12-18) *(FormsWarehouse > Election Management>Provisional)*
   - This document provides guidance on how to handle requests for copies of provisional ballot logs.

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Needed to Succeed

7. Circuit Court Clerks Guidance **(rev. 6/12/23)** *(FormsWarehouse > Election Management>Canvass Documents)*

   - This document should be provided to your Circuit Court Clerk before or when submitting election materials to the Clerk.
   - This document could also be useful to election officers while performing election night duties.

8. ELECT Guidance – AB After Election Requirements **(rev. 6/13/23)** *(FormsWarehouse > Election Management>Canvass Documents)*

   - This document contains important concluding tasks related to absentee ballots.
   - This document could also be useful to election officers while performing election night duties.

9. What to do with your numbers Checklists **(rev. 6/13/23)** *(FormsWarehouse > Election Management>Canvass Documents)*

   - This document contains basic checklists that will guide you through the tasks you need to complete election night through the end of the post-election process.

10. What to do with your numbers How-To Supplement **(rev. 6/13/23)** *(this document)*

   - This document is an expanded version of the "What to do with your numbers Checklists" that will guide you through the steps involved in your post-election process and provide you with additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS Step-By-Step User's Manuals or GR/EB Handbook.

11. ELECT Guidance – Election Night Reporting and the Central Absentee Precinct **(rev. 6/12/23)** *(FormsWarehouse > Election Management>Canvass Documents)*

12. Same Day Registration Processes, Procedures & FAQs (8/1/22) *(ELECT's [Learning Management System (LMS)](#) > My Courses > Course: Same Day Registration Webinar (8-31-22))*

13. Election Results Certification Checklist - ELECT-103(A) **(rev. 6/12/23)** *(FormsWarehouse > Election Management>Canvass Documents)*

   - This document must be completed and submitted to ELECT with your Abstracts.

Credit, Turnout, and Votes Cast Explained

Absentee
- **Credit** is ALL returned ballots
- **Turnout** is all "accepted" ballots (i.e. ones that can be run through the machine) and all rejected ballots (does NOT include undeliverable or unused)
- **Votes/ballots cast** is votes that counted

In-Person
- **Credit** is check-in (they showed up to vote)
- **Turnout** is ballots put in the machine (they attempted to vote)
- **Votes/ballots cast** is votes that counted

To reconcile...
- **Credit =** turnout + provisional votes + void ballots
- **Turnout =** votes/ballots cast + undervotes + overvotes (+ rejected for absentee)

Election Night How-To Supplement

☐ **Read Chapter 10 of the GR/EB Handbook**

Find information on election night tasks in section 10.13.

☐ **Read the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)**

○ ELECT's Learning Management System (LMS) > My Courses > Course: Election Night Reporting Webinar

○ Redacted version: FormsWarehouse > Election Management > Canvass Documents

☐ **Prepare provisional ballot logs (if providing copies tonight)**

○ Read the ELECT Guidance – Provisional Ballot Logs (10-12-18): *FormsWarehouse > Election Management > Provisional*.

○ Only political party authorized representatives and independent candidates are allowed to receive copies of the redacted provisional ballot logs.

○ Make copies of the original logs and redact the following information:

- Any part of the SSN
- Day and month of birthday
- Reason for issuing provisional ballot
- Ballot status (counted/not counted)

Untouched log   **Redacted log**

○ Make additional copies of the redacted provisional ballot logs to share at the provisional ballot meeting.

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Election Night How-To Supplement

☐ **Enter the required unofficial election data into Enhanced Results**

    ○ See the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)

    ○ Early Voting and Mailed Absentee results summaries by contest

    ○ Election Day results by precinct

    ○ Election Night Provisional Counts

☐ **Check your work on ELECT's website:**

https://www.elections.virginia.gov/resultsreports/election-night-reporting/

☐ **Ensure election officers from all precincts deliver election materials to the Clerk of Court or General Registrar's office.**

Provisional Ballot Meeting How-To Supplement

☐ **Read [Chapter 10](#) and [Chapter 13](#) of the GR/EB Handbook**

Find information on the provisional ballot meeting process in sections 10.14 through 10.16 and sections 13.6 and 13.7.

☐ **Read Same Day Registration Processes, Procedures & FAQs (8/1/22)**

Find information on adding voter history in sections 20.7 and 20.8.

☐ **Prepare provisional ballot logs**

Before the provisional ballot meeting starts, you need to:

○ Read the ELECT Guidance – Provisional Ballot Logs (10-12-18)

○ Only political party authorized representatives and independent candidates are allowed to receive copies of the redacted provisional ballot logs.

○ Make copies of the original logs and redact the following information:

- Any part of the SSN
- Day and month of birthday
- Reason for issuing provisional ballot
- Ballot status (counted/not counted)

Untouched log   **Redacted log**

○ Make additional copies of the redacted provisional ballot logs to share at the provisional ballot meeting.

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Provisional Ballot Meeting How-To Supplement

☐ **Run the provisional ballot meeting**

    ○ Work with your electoral board to help them go through provisional ballots.

    ○ Find information on how to run the meeting in the GR/EB Handbook:

        • [Chapter 10](), sections 10.14 through 10.16

        • [Chapter 13](), sections 13.6 and 13.7

☐ **What if we need to open an envelope, unseal a ballot, or unlock voting equipment?**

    ○ Fill out an ELECT-659 - Request to Inspect Sealed Election Materials*: https://fs28.formsite.com/vaelect/InspectRequest/index.html*

    ○ Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

Canvass How-To Supplement

☐ **Read [Chapter 10](#) and [Chapter 14](#) of the GR/EB Handbook**

Find information on the canvass process in section 10.14, and all of chapter 14.

☐ **Read the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)**

○ ELECT's [Learning Management System (LMS)](#) > My Courses > Course: Election Night Reporting Webinar

○ Redacted version: [FormsWarehouse](#) > [Election Management](#) > Canvass Documents

☐ **Run Canvass**

○ Work with your Electoral Board to help them go through all election results.

○ Find information on how to run canvass in the GR/EB Handbook:

- [Chapter 10](#), section 10.14
- [Chapter 14](#)

☐ **Create candidate records for write-in winners**
(This is a rare occurrence that happens in general and special elections only.)

○ See the Enhanced Results Virginia Use Procedures (v1.)

○ *VERIS > Election > Candidate search*

○ Find instructions in the VERIS Step-by-Step User's Manual – Election Setup.

- **Additional instructions**: A NEW "write-in" candidate record must be set up for the winner, even if a candidate record already exists (for example, they attempted to qualify for the ballot but failed).
  - Chose "Write-In" as the political party.
  - If asked for, the filing date and qualified date will be the date the write-in certification is completed by the electoral board.

☐ **If necessary, update the election data already in Enhanced Results to reflect changes discovered during canvass**

○ See the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)

○ Early Voting and Mailed Absentee results summaries by contest

○ Election Day results by precinct

○ Election Night Provisional Counts

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Canvass How-To Supplement

☐ **Enter the rest of the election data into Enhanced Results**

    ○ See the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)

    ○ Post-Election results summaries by contest

    ○ Early Voting, Mailed Absentee, and Post-Election results by precinct

    ○ Provisional results in the Provisional Precinct

    ○ Early Voting, Mailed Absentee, Post-Election turnout

        ▪ CAP voter turnout does **not** include absentee ballots returned <u>undeliverable or unused</u>. These ballots are recorded on the absentee ballot unused count sheet and marked in the absentee EPB, but they are **not** reported in Enhanced Results.

    ○ Election Day turnout

    ○ Provisional turnout (precinct totals)

    ○ Curbside

    ○ Final Provisional Turnout Totals (reason code breakdown)

☐ **Review Data Validation issues and Reports**

    ○ See the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)

    ○ If issues cannot be corrected, an explanation will need to be submitted to ELECT with the Abstract of Votes

☐ **Check your work on ELECT's website:**

    https://www.elections.virginia.gov/resultsreports/election-night-reporting/

☐ **Declare local winners and generate Abstracts of Votes**

    ○ See the Enhanced Results Virginia Use Procedures (v1.3 w ELECT notes)

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Canvass How-To Supplement

☐ **Create any required write-in certifications** *(general and special elections only)*

    ○ The abstract of votes will say if a write-in certification is required. The two scenarios are when:

- A write-in candidate wins.
- The *office's* total write-in percentage is 10% or more.
    - For multi-locality offices, look at the grand total, not just your locality's total.

    ○ *FormsWarehouse > Election Management > Election Day Instructions and Forms*

    ○ Create 4 copies of all required ELECT-675 – Write-In Certification and Continuation forms.

☐ **Import voter credit into VERIS**

    ○ Import the EPB or paper poll book data.

- *VERIS > Administration > Locality > Import Voter Credit*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter Credit Import.

    ○ Review the Exception File.

- *VERIS > Administration > Locality > Import Voter Credit*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter Credit Import.

    ○ Update voter history for voters in the exception file.

- *VERIS > Voter > Voter Search*
    - *Voter Overview > Voting History*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter History

☐ **Enter provisional voter credit in VERIS**

    ○ Update voter history for provisional voters.

- *VERIS > Voter > Voter Search*
    - *Voter Overview > Provisional History*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter History

☐ **Compare Turnout to Credit**

    ○ Run the Voting Credit Audit – By Locality Report in VERIS and the Turnout reports in Enhanced Results and compare to ensure there are not discrepancies in Voter Turnout and Voter Credit.

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Canvass How-To Supplement

☐ **Create certificates of election for local winners.**

  ○ *FormsWarehouse > Election Management > Certificate of Election, Local*

  ○ Create 4 copies of all required Certificates of Election.

☐ **Have your electoral board certify the election results**

  ○ Ensure all electoral board members sign and date all abstracts, write-in certifications, and certificates of election.

  ○ Ensure your electoral board's seal is affixed/stamped on all abstracts, write-in certifications, and certificates of election.

☐ **Complete an election results certification checklist.**

  ○ The certification checklist was emailed to you with this checklist.

☐ **What if we need to open an envelope, unseal a ballot, or unlock voting equipment?**

  ○ Fill out an ELECT-659 - Request to Inspect Sealed Election Materials

    • *FormsWarehouse > Records Access and Retention*

  ○ Email completed form to ELECT at ea@elections.virginia.gov.

  ○ Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

Post-Canvass How-To Supplement

☐ **Submit required items to ELECT**

    ○ **As soon as Canvass is complete** the following items must be submitted **electronically** to ELECT through Formsite: https://fs28.formsite.com/vaelect/submitabstracts/index.html. This electronic submission meets the requirements set out in VA Code §§ 24.2-532 and 24.2-678.

        • Original signed/dated/sealed abstracts of votes and *(general and special elections only)* abstracts of referendum votes

        • Original signed/dated/sealed write-in certifications *(general and special elections only)*

        • Completed election results certification checklist

        • Voided ballots

        • Any explanations/supporting documents required if unable to clear validation issues or for any other reason they may be requested.

    ○ **Only after ELECT approves** your electronic submissions **mail originals** to ELECT, to the attention of Election Administration.

        • **Note:** you only need to submit your voided ballots electronically. We do not need original voided ballots.

☐ **Mail required items to the Clerk of Court and winners *(general and special elections only).***

    ○ Find information on where to send which items in the GR/EB Handbook, Chapter 14, sections 14.3.3.7 and 14.4.1.

☐ **Mark rejected absentee ballots in VERIS**

    ○ *VERIS > Absentee > Absentee Search*

    ○ Find instructions in the VERIS Step-by-Step User's Manual – Absentee Processing **(Rev. 9/28/2022!)**.

☐ **Mark rejected provisional ballots in VERIS**

    ○ *VERIS > Voter > Voter Search*

        • *Voter Overview > Provisional History*

    ○ Find instructions in the VERIS Step-by-Step User's Manual – Voter History *(Rev. 9/28/2022!)*.

    ○ Find instructions for voters that are not in VERIS in the GR/EB Handbook, Chapter 14, section 14.4.2.

Post-Canvass How-To Supplement

☐ **Generate and send letters to voters whose absentee or provisional ballots were rejected**
- ○ *VERIS > Voter > Voter Search*
  - • *Voter Overview > Correspondence*
- ○ Find instructions in the VERIS Step-by-Step User's Manual – Voter Correspondence.

☐ **(Federal elections only) Put copy of memory cartridges from Envelope 7 in Envelope 7FED and give to Clerk of Court**

☐ **What if we need to open an envelope, unseal a ballot, or unlock voting equipment?**
- ○ Fill out an ELECT-659 - Request to Inspect Sealed Election Materials
  - • *FormsWarehouse > Records Access and Retention*
- ○ Email completed form to ELECT at ea@elections.virginia.gov.
- ○ Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

☐ **What if we find an error after submitting everything?**
- ○ Make appropriate updates as needed to records and/or VERIS.
- ○ If required, run new abstracts and/or create new write-in certifications.
  - • The correction process is considered an extension of canvass, therefore all board members that were present during canvass and that signed the original abstracts/write-in certifications, must also complete the new abstracts/write-in certifications.
- ○ Email a detailed explanation of the errors found and what was done to correct the issue to ELECT at ea@elections.virginia.gov.
  - • The "Subject" of the email should be "Election Reporting Error Found!"
  - • Attach revised abstracts/write-in certifications.
- ○ Wait for a response from ELECT. Keep all documentation handy as ELECT staff may want to discuss changes with you.
- ○ Once ELECT gives the "OK", perform the same mailing steps as you did for the original abstracts/write-in certifications.

Contact us with any questions

For help with VERIS:

☐ Submit a help ticket through JIRA

For help with Enhanced Results:

☐ Ellen Flory, ellen.flory@elections.virginia.gov

☐ Paul Saunders, paul.saunders@elections.virginia.gov

☐ Enhanced Voting, support@enhancedvoting.com

For questions about elections administration:

☐ Alex Nichols, alex.nichols@elections.virginia.gov

☐ Ellen Flory, ellen.flory@elections.virginia.gov

☐ Paul Saunders, paul.saunders@elections.virginia.gov

☐ ea@elections.virginia.gov

To reach ELECT's main line:

☐ Email info@elections.virginia.gov

☐ Call 804-864-8901